

**ISLAND COUNTY CIVIL SERVICE COMMISSION**

P. O. BOX 5000 - Coupeville, WA 98239-5000

360-678-7975 – Please leave a message.

Email Address: l.meehan@co.island.wa.us

**EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET**

**LATERAL ENTRY PATROL DEPUTY**

**OPENING DATE:** Continuing

**CLOSING DATE:** Sunday, November 30, 2014. Applications must be postmarked by 11/30/14.

**SALARY:** \$4,362.82 per Month – Salaries in the Island County Sheriff's Office are pending contract settlement/arbitration. This salary is based upon a 2008 wage scale and will be updated when the contract settlement/arbitration is complete.

**REQUIREMENTS:**

This is a full-time, sworn (Commissioned) position within the Criminal Division of the Island County Sheriff's Office and requires Civil Service Examination procedures.

Applicants are required to have a minimum one year of general law enforcement experience, which can include related work as well as training time, with a federal, state, county or municipal law enforcement agency. Must be a graduate of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, or a course recognized by the Washington State Criminal Justice Training Commission or a Federally certified and credentialed law enforcement academy. Must also be a First Responder, Emergency Medical Technician (EMT), or Industrial First Aid Certified, with a valid CPR endorsement, prior to the completion of the one (1) year probationary period. Applicant must have been employed full time as a law enforcement officer during the past 36 months.

In addition, all applicants must meet minimum qualifications:

- (1) Attainment of the minimum age of 21 years. No maximum age requirement.
- (2) Possession of, or ability to obtain prior to employment, a valid Washington State Driver License.
- (3) Be a high school graduate or possess GED certification.
- (4) Be a United States Citizen who can read and write the English language.

The application process is designed to determine your eligibility and is part of the Civil Service Examination process. You must complete an Island County Application for Employment form for this position and the Lateral Entry Supplement to Island County Application for Employment but do not mail your application to the address provided on page 4 of the Island County Application (i.e. Island County Human Resources). Instead, your complete application package should be returned by mail to:

Island County Civil Service Commission  
P.O. Box 5000  
Coupeville, WA 98239-5000

Note: Completed application forms/packets are mandatory. Copies of certificates from law enforcement training and a basic police academy together with copies of your latest military discharge DD Form 214, if applicable, must accompany your application. The DD Form 214 is required if you are claiming Veterans' Scoring Criteria Status.

Please include a cover letter and resume. Your resume should contain your complete work history, complete educational history, including courses of study. If applicable, include all military training courses.

Reference letters from current or previous supervisor, current or former co-worker/peer and personal reference letters should be included with your application packet.

Completed application materials including application forms, certificates, cover letter and resume and reference letters will be evaluated as part of the Civil Service Examination process.

No faxed or electronic applications will be accepted.

**All notifications regarding this process will be sent to you by email, unless you express a preference otherwise by written notice.**

After your application form has been reviewed and accepted, you will be notified, by email, as to when/how the Civil Service examinations will be administered. You must satisfactorily pass the Civil Service Examination(s) in order to be placed on the Lateral Entry Eligibility List.

A Civil Service Eligibility List will be established. Applicants will be placed on the list in rank order of their final score. Applicants will be certified from this list to fill vacant positions in accordance with local Civil Service Rules. Upon receipt of the submitted names from the Eligibility List, the appointing power (Sheriff) will screen applicants for selection as follows:

- A. Schedule applicant for a personal interview;
- B. Schedule applicant for a complete polygraph examination (Pass/Fail);
- C. Schedule applicant for a complete psychological examination (Pass/Fail)
- D. Satisfactory completion of medical examination and physical standard tests;
- E. Satisfactory completion of a background investigation.

Any adverse reporting or unacceptable result in any of the above steps will result in termination of the applicant's candidacy and removal of the applicant's name from the Eligibility List.

If you have any questions, please contact the Island County Civil Service Commission Secretary/Chief Examiner, Linda Kast Meehan. Telephone - 360-678-7975. Email address - [l.meehan@co.island.wa.us](mailto:l.meehan@co.island.wa.us). DO NOT CONTACT THE SHERIFF'S OFFICE.

**ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**